



CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – CITY HALL
#1 CITY HALL PLACE
Tuesday, October 16, 2018
5:30 PM

Individuals requiring special accommodations should notify the Civil Service Commission Office (719) 553-2635 by noon on the day preceding the meeting.

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Tuesday, September 11, 2018.

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, September 11, 2018 as distributed.

CONSENT AGENDA

The following items are considered routine by the Civil Service Commission and will be passed and approved by one motion. There will be no separate discussion of these items unless a Commissioner so requests; in which event, the item shall be removed and considered as a regular item.

1. Receive and file the following status reports on current recruitments:
 - a. **Administrative Technician** (Recruitment due to anticipated vacancies) - The internal recruitment began on July 1, 2018 and ended on July 15, 2018. We received 20 applications and 16 were approved for the exam. The written exam was administered on August 22, 2018. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - b. **Airport Operations/Maintenance Worker** (Recruitment due to an employee resignation) - The external recruitment began on September 20, 2018 and ended on October 11, 2018. We received 58 applications and 18 were approved for the exam. The written exam is scheduled for October 25, 2018.
 - c. **Firefighter** (Recruitment due anticipated vacancies) - The external recruitment began on August 12, 2018 and ends on September 30, 2018. We received 448 applications and 371 were approved for the exam. The written exam is scheduled for October 18, 2018 and October 19, 2018.

CONSENT AGENDA (CONTINUED)

- d. **Senior Clerk Typist** (Recruitment due anticipated vacancies) - The internal recruitment began on August 29, 2018 and ended on September 12, 2018. We received 12 applications and 10 were approved for the exam. The written exam was administered on September 27, 2018. The eligibility list will be presented to the Civil Service Commission for certification during this meeting.
 - e. **Water Reclamation Worker** (Recruitment due employee promotion) - The external recruitment began on October 4, 2018 and ends on October 24, 2018. We received 24 applications as of the date this agenda was prepared. The written exam is scheduled for November 7, 2018.
2. Ratify the Commission's letters to Betty Jo Aragon and Margaret Mangram regarding the rejection of their Administrative Technician exam appeals.
 3. Ratify the Commission's letters to Scott Cullen, Raymond Hart, and Michael Thomas, regarding the removal of their names from the Airport Operations/Maintenance Worker eligibility list.
 4. Ratify the Commission's letters to Charles Richards and Kristina Vrooman regarding the removal of their names from the Code Enforcement Officer eligibility list.
 5. Ratify the Commission's letters to Leah Baynes, Megan Giarratano, Juliana Heck, Leslie Herrera, Daniel Kalina, Misty Kirchner, and Briana Rothrock, regarding the removal of their names from the Emergency Services Dispatcher eligibility list.
 6. Ratify the Commission's letters to Stephen Hobbs, Daniel Smith, and Eric Soler, regarding the removal of their names from the Water Reclamation Worker eligibility list.

Commission Action: Approve/disapprove all items on the Consent Agenda.

REGULAR AGENDA

1. Receipt and review of draft of an Ordinance amending TITLE VI of the Pueblo Municipal Code relating to jurisdiction of the Civil Service Commission to hear appeals from any disciplinary action involving suspension and clarifying and making consistent with City Charter.
Commission Action: Approve recommendations with respect to proposed Ordinance.
2. Submission of the eligible list for Administrative Technician.
Commission Action: Approve and certify the eligible list for the class title of Administrative Technician.
3. Submission of the eligible list for Senior Clerk Typist.
Commission Action: Approve and certify the eligible list for the class title of Senior Clerk Typist.

ADMINISTRATIVE ITEMS

1. Set the date for the November 2018 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

1. Employee Status Report for September 2018
2. Handouts

ADJOURN